

WASHINGTON, D.C. 20505

OLC RECORD COPY

Legislative Counsel

OLC: 78-5356/U

21 NOV 1978

Mr. Alex Schnee
Legislative Management Officer
Department of State
Washington, D.C. 20520

State

Dear Mr. Schnee:

As a result of our discussions at our October conference, I would like to put forth a suggestion which I believe would be beneficial to all of us.

Since from time to time we all schedule briefings and meetings on the Hill which are of interest to other members of the Community, I would like to suggest that my Office send out a "consolidated calendar" each week to all the participants at the October conference. We could get the input for this calendar from each participant by noon each Friday and my Office would consolidate all the input and send out the final version late Friday or first thing the following Monday.

We have checked and found that all participants, with the exception of the FBI and Justice, can LDX to this Agency. That method would assure a simple and speedy system and allow for late-breaking items to be included. The FBI and Justice could either call my Office or send their input by special courier each Friday.

I would appreciate your views as soon as possible so we can set the system in motion, if all agree.

Sincerely,

[Redacted Signature]

Acting Legislative Counsel

STA

Distribution:
Original-Addressee
1-OLC Subject
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OLC:JMD:mlg (21 Nov 1978)

Approved For Release 2004/12/22 : CIA-RDP81M00980R001700030010-0		DATE OF REQUEST
TO	: MxxHxx LLM	
FROM	: JMD 21 Nov 1978	SUSPENSE DATE
SUBJECT: Letters to participants at October conference re distribution of a "consolidated calendar" to be sent out each Friday		
NOTES <div style="font-size: 1.5em; transform: rotate(-15deg); opacity: 0.7;"> Registry LLM signed 21 Nov 78 he & FPH have copies. </div>		
COORDINATED WITH (list names as well as offices)		
NAME	OFFICE	DATE
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ACTION REQUIRED BY GLC <div style="text-align: center; font-size: 1.2em;">Signature required on 14 letters</div>		